2007-08 Self-directed Activities (SDAs)

Self-directed activities (SDAs) will enable educators to earn PDUs that best match their personal goals and program improvement goals. In order for these activities to appear in the educator's PD history, each SDA must be in his or her electronic PD plan on PDtrack.

Proper documentation is required in order to earn credit. Documentation should be kept in the staff folder and be reviewed by the program director or PD advisor to determine if sufficient documentation and effort are present to warrant award of the PDU.

SDAs Worth One PDU
1. SDA_1001_0708_KYAE   Attend a local workshop
2. SDA_1002_0708_KYAE   NRS online courses: three modules
3. SDA_1003_0708_KYAE   Read professional journal articles: three articles
4. SDA_1004_0708_KYAE   Attend a pre-conference session at a state conference
5. SDA_1005_0708_KYAE   Attend a state conference
6. SDA_1006_0708_KYAE   Attend a national conference
7. SDA_1007_0708_KYAE   Verizon Thinkfinity Literacy Campus online courses: four courses
8. SDA_1008_0708_KYAE   Florida TechNet online courses: one course
9. SDA_1009_0708_KYAE   ProLiteracy online courses: three courses

SDAs Worth Three PDUs
10. SDA_3000_0708_KYAE   Present a local workshop
11. SDA_3001_0708_KYAE   Create instructional materials (learning education objects)
12. SDA_3002_0708_KYAE   Publish an article in a professional newsletter
13. SDA_3003_0708_KYAE   Present a session at a state conference
14. SDA_3007_0708_KYAE   Participate in a study circle

SDAs Worth Four PDUs
15. SDA_4001_0708_KYAE   Present a session at a national conference
16. SDA_4002_0708_KYAE   Develop content for an online course
17. SDA_4003_0708_KYAE   Serve as a resource coach
18. SDA_4005_0708_KYAE   Publish an article in a professional journal

SDAs Worth Five PDUs
19. SDA_5000_0708_KYAE   Apply instructional technology
20. SDA_5001_0708_KYAE   Apply and evaluate a new practice or curriculum
21. SDA_5002_0708_KYAE   Develop and pilot a new curriculum
22. SDA_5003_0708_KYAE   Practitioner research
23. SDA_5004_0708_KYAE   Compare technology solutions
24. SDA_5005_0708_KYAE   Family literacy, apply and evaluate

SDA Worth Six PDUs
25. SDA_6000_0708_KYAE   Complete a college course

INVESTIGATION = ONE PROFESSIONAL DEVELOPMENT UNIT

1. **Attend a local workshop** (SDA_1001_0708_KYAE) This SDA is for those individuals who wish to attend a workshop not listed on PDtrack. The workshop must apply directly to the needs of the adult education program and the individual's administrative or teaching assignment. Applicants must have prior approval from their supervisor.

   Documentation to support your SDA includes the following:
   •Name of the local workshop and a brief description
   •Attendance certificate for workshop
   •Name of workshop sponsor
   •An explanation of what you learned from the experience
   •An explanation of what you will implement based on what you learned or an explanation of why you choose not to implement
   •An explanation of what might have made the experience more valuable to you

   The information should be kept in the staff folder and be reviewed by the program director or PD advisor to determine if sufficient documentation and effort are present to warrant awarding **one PDU**.

2. **NRS Online courses: 3 Modules. (**SDA_1002_0708_KYAE) NRS Online is the training site for the National Reporting System (NRS) for adult education. This site contains training courses designed for adult education program administrators that explain NRS requirements and courses designed to improve the quality of NRS data collection. Gain an understanding of how to collect NRS data and use it to evaluate your program's performance.

   If you wish to take work on the SDA as a part of your PD plan, be sure to select it on PDtrack and make it a part of your PD plan. (Otherwise your supervisor will not be able to record your completion of the SDA.) Go to http://www.nrsweb.org/trainings/online.aspx and follow the directions to the online courses. Once there, you will be prompted to open an account. Do so and select a module. Complete **three** to earn **one** PDU. After completing the modules, print out the certificate of competition to demonstrate to your supervisor that you have completed the SDA. Have he/she mark this SDA as completed on PDtrack. Keep the certificates in your staff folder.

   New program directors completing the Program Director or Program Director/Instructor specialty tracks will complete these modules: What is the NRS?, NRS Data Flow, Using NRS Data, The Data Collection Process; Assessment: Measuring Educational Gain, and Intake and Goal Setting.

3. **Read professional journal articles: 3 articles.** (SDA_1003_0708_KYAE)   This SDA consists of reading a minimum of three articles on a related adult education topic from approved adult education journals.

   Suitable journals include:
   •Adult Education Quarterly (www.sagepub.com)
   •Adult Basic Education (COABE journal)

- Jossey-Bass: New Directions for Adult & Continuing Education (www.josseybass.com)
- Journal of Adult and Continuing Education (www.niace.org);
- Adult Basic Education (www.aaace.org)
- Journal Writing and Adult Learning (www.ericdigests.org)
- ESL Journals (www.cal.org)
- Journal of Adolescent and Adult Literacy
  (http://www.reading.org/publications/journals/jaal/index.html)

Other journals may also apply but require prior approval from your supervisor. A list of the journals and titles of the articles should be submitted to your supervisor for prior approval. Articles should directly support your administrative or teaching assignment.

Documentation to support your SDA includes the following:
- Name of the professional development journal(s)
- Copy of the articles
- One-page summary of each article

The information should be kept in the staff folder and be reviewed by the program director or PD advisor to determine if sufficient documentation and effort are present to warrant awarding **one PDU**.

4. **Attend a pre-conference session at a state conference.** SDA_1004_0708_KYAE)
This SDA is for those individuals who wish to improve their skills and knowledge by attending a three- to six-hour pre-conference session at a state conference. The conference must apply to your instructional assignment. Applicants must have prior approval from their supervisor.

Documentation to support your SDA includes the following:
•Name and brief description of the pre-conference session.
•Attendance certificate or program booklet showing the pre-conference session.
•An explanation of what you learned from the experience
•An explanation of what you will implement based on what you learned or an explanation of why you choose not to implement
•An explanation of what might have made the experience more valuable to you

The information should be kept in the staff folder and be reviewed by the program director or PD advisor to determine if sufficient documentation and effort are present to warrant awarding the **one PDU**.

5. **Attend a state conference.** (SDA_1005_0708_KYAE) This SDA is for those individuals who wish to improve their skills and knowledge by attending a KYAE approved state conference. The conference must apply to your instructional assignment and be one of the following:
   - 2007 Kentucky Association for Developmental Education Conference
   - Ashland Teaching and Learning Conference
   - CCLD Research Symposium
   - KAACE 2007 Institute
   - Kentucky Conference on the Scholarship of Teaching and Learning
   - Kentucky Teaching and Learning Conference 2008
   - KYAE regional conferences

If it is not listed above, prior approval from KYAE Senior Associate for Professional Development is required. In addition, applicants must have prior approval from their supervisor.

Documentation to support your SDA includes the following:
• Name of the conference
• Brief description of the sessions
• Attendance certificate or conference program booklet
• An explanation of what you learned from the experience
• An explanation of what you will implement based on what you learned or an explanation of why you choose not to implement
• An explanation of what might have made the experience more valuable to you

The information should be kept in the staff folder and be reviewed by the program director or PD advisor to determine if sufficient documentation and effort are present to warrant awarding the **one PDU**.

6. **Attend a national conference**. (SDA_1006_0708_KYAE) This SDA is for those individuals who wish to improve their skills and knowledge by attending a KYAE-approved national conference related to adult education or its services and focuses on student outcomes. The conference must apply to your instructional assignment and be one of the following:
   • Annual ACT National WorkKeys 2008 Conference
   • Annual National Conference on Family Literacy)
   • AAACE (American Association for Adult and Continuing Education)
   • COABE 2008 Regional Colonial Institute
   • COABE 2008 Conference
   • Correctional Education Association 62nd International Conference
   • International Reading Association 2008 Conference
   • Learning Disabilities Association of America Annual International Conference
   • ProLiteracy Worldwide 2007 Annual Conference
   • Southeast TESOL Conference
   • TESOL (Teachers of English to Speakers of other Languages) Annual Conference
If it is not listed above, prior approval from KYAE Senior Associate for Professional Development is required. In addition, applicants must have prior approval from their supervisor.

Documentation to support your SDA includes the following:
• Reason for attending
• Registration receipt and conference program booklet is required as proof of attendance
• Summary of sessions attended
• An explanation of what you will implement based on what you learned, an explanation of what you will not implement and an explanation of your decisions

The information should be kept in the staff folder and be reviewed by the program director or PD advisor to determine if sufficient documentation and effort are present to warrant awarding **one PDU.**

7. **Verizon Thinkfinity Literacy Network online campus: four courses**. (SDA_1007_0708_KYAE) Verizon Literacy Campus provides online training for adult educators and volunteers. Topics include principles of adult learning, citizenship, math, family literacy, working with literacy level learners, culture and English language learners. Each module takes approximately 45 minutes to complete. You must complete **four modules** to earn **one PDU**. The modules are free and are located on http://literacynetwork.verizon.org/Free-Online-Courses.21.0.html.

Use this SDA on PDtrack to record completion of four Verizon Literacy Campus modules. It must appear in your PD plan to be credited in your PD history. After completing the modules, print out the certificate of competition to demonstrate to your program director or PD advisor that you have completed the SDA. Have them mark it as completed on PDtrack. Keep the certificates in your staff folder.

8. **Florida TechNet online courses: one course.** (SDA_1008_0708_KYAE) Florida TechNet provides online PD courses developed by the Florida Department of Education, Division of Workforce Education. They can be taken online for KYAE professional development credit. The courses, which are free, are located on http://www.floridatechnet.org/webbased.htm. Scroll down to locate the courses. **Each** course can earn **one** PDU and take approximately five hours to complete.

Use this SDA on PDtrack to record completion of one Florida TechNet course. It must appear in your PD plan to be credited in your PD history. After completing the course, print out the certificate of competition to demonstrate to your program director or PD advisor that you have completed the SDA. Have them mark it as completed on PDtrack. Keep the certificate in your staff folder.

9. **ProLiteracy online courses: three courses.** (SDA_1009_0708_KYAE) These online professional development courses are available through ProLiteracy Worldwide/ProLiteracy America. KYAE awards **one** PDU for the completion of **two** or more online ProLiteracy courses. Most courses take approximately 90 minutes and are located at www.proliteracy.org. The cost for each course varies and can be paid with PD funds.

Use this SDA on PDtrack to record completion of two ProLiteracy courses. It must appear in your PD plan to be credited in your PD history. After completing the course, print out the certificate of competition to demonstrate to your supervisor that you have completed the SDA. Have them mark it as completed on PDtrack. Keep the certificates in your staff folder.

ProLiteracy Course	Time	Cost
Engaging Students in Learning		
• Contextual Teaching & Learning	60 min	14.95
• Strategies for Building Communities	90	24.95
• Active Teaching and Learning	90	24.95
Sustain Student Participation		
• Adult Student Persistence: An Overview	90	24.95
• Student Retention through Student Success	90	24.95
• Should I Stay or Should I Go?	90	24.95
• Stopping Out, Not Dropping Out	90	24.95
Training Skills		
• Learning through Experience: The Experiential Learning Cycle		
	45	14.95
• Exploring Principles of Adult Learning	45	14.95

• Learning Styles and Training Strategies	45	14.95
• Training Goals and Objectives	45	14.95
• Establishing the Learning Climate	60	14.95
• Evaluating Your Training	60	14.95
• Questioning Skills	25	8.75
• Effective Feedback Skills	25	8.75
• Working with Groups	25	8.75

10. **Present a local workshop.** (SDA_3000_0708_KYAE)   This SDA consists of independent work and requires planning, research and documentation to produce materials used for presenting a workshop. The workshop must apply to your instructional assignment. It could include material learned from attending a state or national conference. Applicants must have prior approval from their supervisor.

Documentation to support your SDA includes the following:
• Provide the workshop name and agenda. (The teaching agenda and schedule must reflect a minimum of two hours of instructional time.)
• Detailed workshop outline including objectives and teaching materials
• An explanation of how you shared a new practice or curriculum with colleagues
• A description of how your colleagues will be supported in their own application efforts
• Copies of handouts, a list of participants and participant evaluations
• An explanation of how you will improve your presentation in the future

The information should be kept in the staff folder and be reviewed by the program director or PD advisor to determine if sufficient documentation and effort are present to warrant awarding the **three PDUs**.

11. **Create instructional materials (learning objects).** (SDA_3001_0708_KYAE)   This SDA consists of independent work that requires planning, research and documentation to produce materials used for teaching and learning, e.g., a manual, a series of lessons, a Web Quest.

Information that may be included in a the materials include:
• Copies of the materials
• A description of the target audience
• A description of the material and how it fits iwhin the curriculum
• If appropriate, glossary of terms, quizzes and assessments

The information should be kept in the staff folder and be reviewed by the program director or PD advisor to determine if sufficient documentation and effort are present to warrant awarding the **three PDUs**.

12. **Publish an article in a professional newsletter**. (SDA_3002_0708_KYAE)   This SDA is for those individuals who wish to demonstrate their expertise by publishing an article in a juried newsletter or Web site recognized by KYAE, such as, *PD Connections*.

Documentation to support your SDA is a copy of the published article. The information should be kept in the staff folder and be reviewed by the program director or PD advisor to determine if sufficient documentation and effort are present to warrant awarding **three PDUs**.

13. **Present a session at a state conference**. (SDA_3003_0708_KYAE)   This SDA consists of independent work and requires planning, research and documentation to produce materials used for presenting a session at a state conference. The session must apply to your instructional assignment. Applicants must have prior approval from their supervisor.

    Documentation to support your SDA includes the following:
    • Name and brief description of the session
    • Session outline, copies of handouts and participants' evaluations
    • A written summary of the activity
    • An explanation of how you would improve this presentation in the future

    The information should be kept in the staff folder and be reviewed by the program director or PD advisor to determine if sufficient documentation and effort are present to warrant awarding the **three PDUs.**

14. **Participate in a study circle**. (SDA_3007_0708_KYAE) A study circle is a professional development activity consisting of a forum for in-depth examination of an issue or set of readings. A small group of educators, eight or more, come together three to five times to reflect on new ideas and consider classroom applications. The study circle is led by a facilitator who helps to focus and structure a discussion and at the same time, encourage group ownership. The circle may meet on online, on conference calls or face-to-face.

    Documentation to support your SDA includes the following:
    •Study circle purpose and title
    •Handouts
    •A copy of readings
    •A summary of the discussions, including dates, attendance, reactions, conclusions and next steps

    The information should be kept in the staff folder and be reviewed by the program director or PD advisor to determine if sufficient documentation and effort are present to warrant awarding the **three PDUs**.

15. **Present a session at a national conference.** (SDA_4001_0708_KYAE) This SDA is for those individuals who demonstrate expertise by being selected to present a session at a national adult education conference or invited by another state to present a session or workshop.

    Documentation to support your SDA includes the following:
    • Name and description of the presentation
    • Presentation outline and evaluations
    • A description of how you would improve this presentation for use in the future

    The information should be kept in the staff folder and be reviewed by the program director or PD advisor to determine if sufficient documentation and effort are present to warrant awarding **four PDUs**.

16. **Develop content for an online course.** (SDA_4002_0708_KYAE) This SDA is for those individuals who wish to develop content for an online course applicable to administrative or instructional needs. The curriculum must be sent to the KYAE Senior

Associate for Curriculum and Instruction for prior approval. Applicants also must have prior approval from their supervisor.

Documentation to support your SDA includes the following:
• Name of the new practice or curriculum
• A dated journal or log summarizing the development of the course
• A description of the target audience.
• An outline of the content
• A list of links

The information should be kept in the staff folder and be reviewed by the program director or PD advisor to determine if sufficient documentation and effort are present to warrant awarding **four PDUs**.

17. **Serve as a resource coach.** (SDA_4003_0708_KYAE) This SDA is for those individuals who demonstrate their expertise by serving as a mentor or a resource coach to a neighboring program. The time spent serving must apply to your administrative or instructional assignment. Applicants must have prior approval from their supervisor.

Criteria for this SDA activity:
• Must be a minimum of three hours in length
• Focuses on student outcomes
• Must be in a KYAE priority area
• Engages participants in the use of effective, varied and research-based practices
• Supports KYAE content standards

Documentation to support your SDA includes the following:
• A description of when and whom you served as a resource coach or mentor
• Dated log or journal of activity spent in serving as a resource coach or mentor
• Letter from neighboring program describing your assistance

The information should be kept in the staff folder and be reviewed by the program director or PD advisor to determine if sufficient documentation and effort are present to warrant awarding **four PDUs**.

18. **Publish an article in a professional journal.** (SDA_4005_0708_KYAE) This SDA is for those individuals who wish to demonstrate their expertise by publishing an article in a juried publication or Web site recognized by KYAE. These might include: The Adult Learner, OVAE Web site, KYAE Web site and the CCLD Web site.

Documentation to support your SDA will be a copy of the published article. The information should be kept in the staff folder and be reviewed by the program director or PD advisor to determine if sufficient documentation and effort are present to warrant awarding **four PDUs.**

19. **Apply instructional technology.** (SDA_5000_0708_KYAE) Individuals may earn **five PDUs** by developing, applying and evaluating instructional technology in the classroom that leads to improved student outcomes.

Documentation to support your SDA includes the following:
• Name of technology

- A description of how the instructional technology was implemented
- A description of the target audience and rationale for implementation
- A summary of your method of evaluation and the results
- An explanation of how you would improve the practice or curriculum

The information should be kept in the staff folder and be reviewed by the program director or PD advisor to determine if sufficient documentation and effort are present to warrant awarding **five PDUs**.

20. **Apply and evaluate a new practice or curriculum.** (SDA_5001_0708_KYAE) Individuals may earn **five PDUs** by applying and evaluating knowledge and skills in the classroom that lead to improved student outcomes.

Documentation to support your SDA includes the following:
- Name of the new practice or curriculum
- A dated journal or log describing implementation
- An explanation of how you were exposed to this new new practice or curriculum
- A description of the target audience and why this implementation was appropriate
- A description of your method of evaluation and the results.
- An explanation of how you would improve the practice or curriculum

The information should be kept in the staff folder and be reviewed by the program director or PD advisor to determine if sufficient documentation and effort are present to warrant awarding **five PDUs**.

21. **Develop and pilot a new curriculum**. (SDA_5002_0708_KYAE) This SDA is for those individuals who wish to develop and pilot a planned course of instruction that engages students in varied and research-based strategies for the purpose of improving learning. All materials developed will be sent to the KYAE Senior Associate for Curriculum and Instruction.

Documentation to support your SDA includes the following:
- A course outline, lesson plans, pre- and posttests for learning outcomes reference citations
A dated journal describing a field test with a small group of adult education students (3 or more)

The information should be kept in the staff folder and be reviewed by the program director or PD advisor to determine if sufficient documentation and effort are present to warrant awarding **five PDUs**.

22. **Practitioner research.** (SDA_5003_0708_KYAE) This SDA follows an inquiry-based format where teachers take the lead in exploring, questioning, researching and reflecting upon practice to improve instruction and student outcomes. The process includes identifying a question or defining the problem (e.g., What happens when adult learners are presented with children's literature as their reading materials?), reviewing current research and applying results to teaching. The framework for organizing practitioner research can differ but it always involves reflecting on practice, formulating problem statements, and evaluating effectiveness. To get more help clarifying the process you can access a practitioner research facilitator guide at http://www.aelweb.vcu.edu/publications/research/

Prior approval from your supervisor is required.

New!

Documentation to support your SDA includes a research plan with the following components:
• The problem statement
• The research question
• The intervention or innovation (if applicable)
• A description of the target audience and why this intervention or innovation was appropriate
• The data collection strategies you propose to use
• A detailed time line for carrying out the activities
• A journal or log of the project activities
• A summary of how you would improve or continue to use the practice or curriculum
• Dissemination of research and results (written document; newsletter)

The information should be kept in the staff folder and be reviewed by the program director or PD advisor to determine if sufficient documentation and effort are present to warrant awarding **five PDUs.**

23. **Comparing Technology Solutions.** (SDA_5004_0708_KYAE) To complete the objectives of this SDA, the enrollee must select two pairs of students with similar skill levels and learning objectives and enroll one student of the first pair in the PLATO curriculum while allowing the other student of the first pair to use WIN. Both students will study towards their common goal for a minimum of 12 hours (could be more) after the establishment of a baseline reference. The baseline could be based on TABE or WorkKeys scores. After a like number of hours, both students should be re-assessed and their scores compared and evaluated.

The process will be repeated with the second pair of students, but the instructor will be expected to compare either one of the two online products to a paper/pencil curriculum used in their adult education center.

The instructor should submit a report comparing and evaluating the results of using the different learning modes to D.J. Begley at dj.begley@ky.gov. The report should not only explain the quantitative results but should also contain a narrative that would explain any factors that may affect the value of the use of one curriculum instead of another.

A copy of the report should be kept in the staff folder and be reviewed by the program director or PD advisor to determine if sufficient documentation and effort are present to warrant awarding **five PDUs**.

24. **Family literacy, apply and evaluate**. (SDA_5005_0708_KYAE) This SDA consists of implementation and evaluation of a new practice learned at a family literacy conference or training. Documentation is provided to the Kentucky Institute for Family Literacy (KIFL) includes:
• Name of new practice or curriculum
• Description of the new practice or curriculum implemented
• An explanation of how you were exposed to the new practice or curriculum
• Description of the target audience and why the implementation was appropriate
• Description of evaluation method and results
• An explanation of how you would improve the curriculum

KIFL will supply rubrics for specific trainings for guidance. **Five PDUs** are awarded upon submission of the documentation that meets the standards outlined in the rubric.

25. **Complete a college course.** (SDA_6000_0708_KYAE) This SDA is for practitioners who are enrolled in a three-hour college course related to adult education or an endorsement in reading, ESL, math or writing. Practitioners must earn a grade of C or better to warrant awarding the **six PDUs**. PDU credit will be limited to two college courses per program year.